

Code: 1568

Title: EMPLOYMENT RIGHTS COMPLIANCE OFFICER

SUMMARY: Performs specialist duties in the centralized Human Resources Department in conducting formal and informal investigations of complaints, grievances, allegations and conflicts between county employees, assisting in mediation of such conflicts, providing technical assistance to county departments and agencies in specialized program areas, and coordination of the County appeals processes with councils, commissions and agencies.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Conducts and documents formal investigations of discrimination complaints filed within the organization;
Prepares confidential and sensitive reports on results of investigations and develops recommendations identifying corrective actions;
Mediates and reconciles employee and management formal and informal conflicts or refers individuals to other resources when mediation fails;
Investigates EEO-related complaints on behalf of employees, applicants or the public regarding a wide range of personnel related matters such as hiring, dismissal, and disciplinary actions;
Assists with activities of the merit system commission/law enforcement council on a case-by-case basis to assure compliance with appropriate rules, regulations and mandates;
Maintains currency on Merit System Rules, Personnel Policies/Procedures and like administrative and management policies, to include new/revised Federal and State rules, regulations and standards applicable to assigned area;
Develops and submits, for management consideration, recommendations for changes to Merit System Rules, Personnel Policies/Procedures and like administrative and management policies;
Maintains required security and confidentiality of all information encountered or created in the course of assigned duties;
May testify on behalf of the county in court or before the Merit Commission or other body.

KNOWLEDGE & SKILLS:

Knowledge of:

- county Merit System Rules, Personnel Policies/Procedures and like administrative and management policies and procedures, to include new/revised federal and state rules, regulations and standards applicable to assigned function;
- functions and organization of the County Human Resources Department, the Merit System Commissions and like agencies;
- functions and organization of county departments and agencies;
- processes, procedures and required standards for area of assignment;
- principles and techniques of interviewing and evaluation;
- applications of computer resources and software programs for examining, documenting and reporting audit and investigative results and activities;
- principles and techniques of alternative dispute resolution;
- principles and techniques of data gathering and analysis.

Skill in:

- conducting and documenting comprehensive compliance or administrative audits, formal and informal investigations;

- assessing county departments'/agencies' compliance with county Merit System Rules, Personnel Policies/Procedures and like administrative and management policies and procedures, to include new/revised federal and state rules, regulations and standards relative to personnel management/administration functions;
- analyzing audit and investigative results and developing recommendations for correction of discrepancies found;
- mediating disputes and identifying potential solutions to involved parties;
- organizing information and preparing written reports which meet legal or procedural guidelines;
- maintaining required security and confidentiality of materials and information encountered or developed in course of assigned duties;
- communicating effectively, both orally and in writing;
- use of computer-based resources for examining administrative materials and documenting /reporting audit findings.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in personnel/human resources management, business/public administration, management, counseling, industrial psychology or a related field as defined by the appointing authority at the time of recruitment and two years of professional experience as a generalist, specialist, administrative specialist, investigator or trainer in a centralized human resources department.

[A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of the required experience]

OR:

(2) Three years of experience with Pima County in an exempt classification performing professional human resources responsibilities or department-level personnel-related responsibilities.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of probation.

Special Notice Items: Some positions may require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to courts, law enforcement and corrections facilities, personnel and related documents, files, databases and sensitive/confidential materials.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.